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ABSTRACT

This pamphlet is designed for teachers, administrators, prospective teachers, and those engaged in teacher education who need information about certification. It incorporates certification policies adopted by Montana's Board of Public Education as of April 25, 1975, as well as current state office regulations and administrative guidelines. Also included are a glossary of terms relating to certification; an index of the various topics covered; and a chart displaying classes of certificates. (HM)

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QUESTIONS & ANSWERS on CERTIFICATION OF MONTANA TEACHERS AND SCHOOL ADMINISTRATORS

OCTOBER 1975

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Office of the Superintendent of Public Instruction
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Courses

PREFACE

This pamphlet is designed for teachers, administrators, prospective teachers and those engaged in teacher education who need information about certification. It incorporates certification policies adopted by Montana's Board of Public Education as of April 21, 1975, as well as current state office regulations and administrative guidelines.

Definitions explaining many of the terms used are included on pages 13-15, followed by an index of the various topics covered in the pamphlet. As a special feature in this seventh edition, a chart displaying classes of certificates has been added to aid the reader's quick reference.

If, after reading this publication, you have questions which remain unanswered or need specific details concerning certification, please write to Certification Services, Superintendent of Public Instruction, State Capitol, Helena, Montana 59601.

Dolores Colburg

DOLORES COLBURG
Superintendent of Public Instruction

October 1975

QUESTIONS & ANSWERS ON CERTIFICATION

WHO SETS CERTIFICATION POLICY?

The Board of Public Education adopts policies for the issuance of teacher certificates on the recommendations of the Superintendent of Public Instruction (see Section 75-6002, R.C.M. 1947).

WHO ISSUES CERTIFICATES?

The Superintendent of Public Instruction issues certificates to applicants who submit acceptable evidence (see definitions, pg. 13-15) of successful completion of the appropriate approved teacher education program of an accredited college or university. Certificates are endorsed for the appropriate level(s) and area(s) based on the professional program completed.

WHO PROCESSES APPLICATIONS FOR CERTIFICATION?

The Certification Services program in the Office of the Superintendent of Public Instruction in Helena processes all applications for certification. A Teacher Education Supervisor has responsibility for administering the overall certification program, relating it to professional needs in Montana's schools and teacher education programs and policies approved by the Board of Regents; a Certification Services Manager supervises the daily operation of the certification system as established by the Board of Public Education and the State Superintendent.

WHO IS ELIGIBLE FOR CERTIFICATION?

To be certified to teach in Montana, you must be:

A. a citizen of the United States (exceptions are made for foreign exchange teachers, and Class 5 certification is possible for non-citizens on request of a board of trustees if the candidate meets other stipulated requirements for the appropriate certificate); and,

B. between 18 and 70 years of age at the beginning of the school term; and,

C. in good health (a health examination more than one year old when received with a completed application cannot be accepted); and,

D. of good moral and professional character; and,

E. qualified academically and professionally as provided for in Title 75, Chapter 60 of the Revised Codes of Montana, 1947.

WHY BE CERTIFIED?

State law provides that no person shall teach in the public schools of the state until he or she has obtained a teacher certificate. The certificate must be registered with the county superintendent in the county where the holder is to teach. This registration must be completed within 60 days after the teacher's term of service begins; otherwise, paychecks CANNOT be issued.

DO I NEED TO BE CERTIFIED TO TEACH IN NON-PUBLIC SCHOOLS?

Certification is not required of teachers in private, denominational, or parochial schools unless the school seeks accreditation by the Board of Public Education.

HOW DO I APPLY FOR CERTIFICATION?

An applicant graduating from a Montana college or university should request certification information from the appropriate college official. All other applicants who have not previously been certified in Montana should write to Certification Services in the Office of the Superintendent of Public Instruction enclosing transcripts and indicating area(s) in which endorsement(s) is sought. A form will be returned with instructions for completing application.

A teacher wishing to renew a certificate which is expiring, or to reinstate a lapsed certificate, should write to Certification Services including in the request the type of certificate held and the name under which it was issued. Requests for reinstating

lapsed certification should include information on credits earned within the immediate past five years.

Transcripts submitted with requests for application forms will be returned to the applicant for his or her use and the use of the college or university in completing the forms. Transcripts must be returned with the completed form. Transcripts become a part of the applicant's permanent folio and cannot be duplicated by the Office of the Superintendent of Public Instruction or loaned to other agencies.

Final applications are processed in the order in which they are received. Incomplete or incorrect applications will be returned to the applicant with instructions for proper completion. Approximately a week is required for processing the completed application.

WHAT GRADE POINT AVERAGE IS REQUIRED?

A "C" average or a "pass" on a pass-fail system must be maintained.

WHAT ARE THE FEES FOR CERTIFICATION?

The certification fee is two dollars for each year of the term of the certificate. Therefore, the fee for all regular certificates is ten dollars ($10.00) except the Class 5 (provisional) which is four dollars ($4.00). In addition, a registration fee of two dollars ($2.00) is payable by each applicant who has never held a Montana certificate. Fees should accompany completed forms and should not be sent with letters of inquiry. A duplicate certificate may be requested from the state office for one dollar ($1.00).

Teachers wishing to hold two or more classes of certification simultaneously must apply for and pay the required fee for each class. Two or more classes of certificates may be issued, but each must be maintained on its own merits.

WHO EVALUATES MY TRAINING?

An appropriate official (see definitions pg. 13-15) evaluates training. Individuals who a) have a bachelor's degree and have acquired credits equal to or in excess of state requirements, or b) have attended more than one training institution may

seek evaluation of their training and/or approval for certification from the Office of the Superintendent of Public Instruction.

IS STUDENT TEACHING REQUIRED?

Yes. The requirement for student teaching may be waived only by an appropriate official.

CAN MY OUT-OF-STATE CERTIFICATE BE VALIDATED?

Montana does not have reciprocity with any other state. In most cases, however, applicants who hold current valid certificates in other states find they qualify for certification in Montana. In cases where full requirements are not met, Class 5 certification is usually (although not always) possible.

DO I NEED A CERTIFICATE TO SUBSTITUTE TEACH?

Current certification is not required for substitute teachers (although Board policy requires that preference must be given to those substitutes who are properly certified). Individual school districts may, however, have policies requiring that teachers on their substitute list hold valid certification and/or meet certain education requirements.

Substitutes may be hired for a regularly employed teacher for a period not to exceed 30 teaching days. If the illness or emergency continues for more than 30 teaching days, the substitute shall be placed under contract (if certifiable) or replaced with a certified teacher under contract.

DO SPECIALISTS NEED TO BE CERTIFIED?

A special education teacher must have regular teaching certification with an endorsement in special education. Speech pathologists, audiologists, school psychologists, social workers, nurses, physical therapists, occupational therapists, and other specialists must be approved by the Superintendent of Public Instruction in accordance with the specifications stated in the *Special Education Rules and Regulations Reference Manual*.

CAN MY CORRESPONDENCE, EXTENSION OR IN-SERVICE COURSES BE APPLIED TOWARD CERTIFICATION?

Credits earned by correspondence (from accredited colleges and universities only) are acceptable toward RENEWAL OR REINSTATEMENT only.

Credits earned by extension courses offered during a school year by an accredited teacher training institution are equivalent to credits obtained in residence for RENEWAL OR REINSTATEMENT purposes.

Credits earned as a result of school district inservice education programs that have been approved by the Office of the Superintendent of Public Instruction are acceptable for certification RENEWAL OR REINSTATEMENT.

WHERE CAN I GET MORE DETAILED INFORMATION ON GRADE LEVELS AND SUBJECTS I AM AUTHORIZED TO TEACH ON MY CERTIFICATE?

Detailed information may be obtained from two sources—*Standards for Accreditation of Montana's Schools* or *Endorsement Requirements for Accreditation*. Either publication may be obtained by writing to the Office of the Superintendent of Public Instruction, State Capitol, Helena, Montana 59601.

WHAT SUBJECT AREAS ARE RECOGNIZED FOR ENDORSEMENT IN KINDERGARTEN THROUGH GRADE TWELVE?

Special education, guidance, music, art, physical education and health, and library are K-12 programs. An individual college program requires training at both the elementary and secondary levels for these endorsements.

WHAT IS TENURE?

Montana law (Section 75-6103, R.C.M. 1947) provides that after the election of a teacher or principal for the fourth consecutive year in any school district, the teacher shall be deemed re-elected from year to year thereafter, unless there is sufficient cause for dismissal.

DOES THE OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION PROVIDE EMPLOYMENT INFORMATION OR PLACEMENT ASSISTANCE?

No. Once certified, teachers should apply directly to those communities where they are most interested in teaching. Inquiries should be addressed to the superintendent of schools in that district. The Office of the Superintendent of Public Instruction, on request, will provide an education directory that lists all school districts in the state.

DOES MONTANA HAVE A TEACHER SALARY SCHEDULE?

Montana does NOT have a state salary schedule. Salaries are determined by local school districts. A recommended schedule has been developed by and can be obtained from the Montana Education Association, 1232 East Sixth Avenue, Helena, Montana 59601.

DOES MONTANA HAVE A TEACHER RETIREMENT SYSTEM?

Social Security is available to teachers on a local school district option basis. In addition, all employed teachers are members of the Teachers Retirement System, 1500 Sixth Avenue, Helena, Montana 59601.

MY CERTIFICATE HAS LAPSED, HOW DO I REINSTATE IT?

Please refer to the centerfold chart for reinstatement requirements for the appropriate class of certification.

ARE LIFE CERTIFICATES STILL VALID?

Life certificates issued under former provisions (the last were issued in 1954) remain in force until the holder reaches age 70, unless revoked for cause.

HOW DO I ADD ENDORSEMENTS OR CHANGE THE CLASS OR LEVEL ON MY CERTIFICATE?

A teacher wishing to add elementary endorsement to a secondary certificate or vice versa should consult with a teacher training institution regarding a conversion program. On the recommendation of an appropriate official and on completion of an

approved conversion program, an additional level of teaching endorsement may be granted.

Subject field (appropriate area) endorsements may be added to a current valid certificate without charge. The applicant must complete the teaching minor (or major) with at least 30 specified quarter (20 semester) credits from an accredited college or university. The recommendation of an appropriate official is required.

A teacher who believes that he or she meets the requirements of a different class, level of endorsement, or additional subject field endorsement should write to Certification Services for application materials and additional information. Such a change or addition will require the recommendation of an appropriate official.

WHAT CLASSES OF TEACHING CERTIFICATES ARE AVAILABLE?

Montana has five classes of certification including: Class 1, professional; Class 2, standard; Class 3, administrative; Class 4, vocational; and Class 5, provisional.

WHAT ARE THE SPECIFIC ENDORSEMENT REQUIREMENTS FOR THE CLASS 1 (PROFESSIONAL) CERTIFICATE?

The Class 1 certificate is issued to applicants qualified for the Class 2 (see following question) and whose preparation includes at least one year of study beyond the bachelor's degree. The study beyond the degree must be planned in consultation with and approved by an appropriate official (see definitions). The training must supplement the academic preparation of the applicant in teaching subject fields and/or related professional training.

See the centerfold chart for experience, renewal and reinstatement requirements.

WHAT ARE THE SPECIFIC ENDORSEMENT REQUIREMENTS FOR THE CLASS 2 (STANDARD) CERTIFICATE?

This certificate is issued to applicants who have successfully completed an appropriate approved teacher education program and a bachelor's degree. It is renewable every five years upon completion of one year of successful teaching at

elementary or secondary level during the five year period plus the presentation of acceptable evidence of 8 additional quarter (4 semester) credits which will supplement and strengthen the teacher's preparation and generally will be upper division or graduate courses.

Issuance of the Class 2 certificate at secondary level requires a teaching major of at least 45 quarter (30 semester) credits and a teaching minor of at least 30 quarter (20 semester) credits; or at least 60 quarter (40 semester) credits in a single field of specialization, provided these fields are subjects commonly offered for credit in the high school curriculum and provided that the pattern of preparation constitutes the approved secondary teacher education program of an accredited college or university. At least 24 quarter (16 semester) credits of professional preparation for teaching, to include student teaching, also are required.

Both elementary and secondary endorsement require completion of the general academic courses specified by the recommending college or university for completion of its teacher education program.

While there is no specific requirement as to the number of credits of professional preparation for elementary endorsement, approximately 45 quarter (30 semester) credits, including student teaching, are generally found.

WHAT ARE THE SPECIFIC ENDORSEMENT REQUIREMENTS FOR THE CLASS 3 (ADMINISTRATIVE) CERTIFICATE?

Superintendent's Endorsement:

A. Eligibility for the Class 1 or Class 2 teaching certificate; and,

B. at least 24 graduate quarter (16 semester) credits or the equivalent in education, including the following:

1. (a) at least 12 graduate quarter (8 semester) credits, or the equivalent, in elementary education if the applicant does not qualify for elementary endorsement of the Class 1 or Class 2 teaching certificate; or,

CERTIFICATE CLASSIFICATION CHART

	GENERAL PROVISIONS and RECOMMENDATIONS	BASIC EDUCATION REQUIREMENTS	EXPERIENCE REQUIRED
CLASS 1 (professional)	Acceptable evidence of successful completion of the approved professional teacher education program of an accredited college or university. Recommendation of appropriate official is required (usually dean of school of education).	B.A. + one year which strengthens training	3 years
CLASS 2 (standard)		B.A.	Student
CLASS 3* (administrative)		M.A.	3 years
CLASS 4 (vocational)			Class IV is a … are available
CLASS 5 (provisional)		B.A.	Student … or appropriate … term experience

*See pages 8-10 … various options to …

ENDORSEMENT REQUIREMENTS	TERM OF CERTIFICATE (in years)	RENEWAL (credits must be earned by August 31 of year of expiration of certificate)	EQUIVALENCY	LAPSED CERTIFICATES	REINSTATEMENT OF LAPSED CERTIFICATES RECENT TRAINING REQUIREMENTS (credits for both of the above must be earned within a five year period preceding application)
Elementary: Approved completed elementary program to include student teaching Secondary: major: 45 quarter credits (30 semester) minor: 30 quarter credits (20 semester) or 90 quarter credits (60 semester) in one area K-12: training in both elementary and secondary curriculums	5	1 year teaching experience or the equivalent	Equivalency may be used to renew all certificates in lieu of, or in conjunction with, academic credits. Must be approved beforehand by the Superintendent of Public Instruction. Specific guidelines are available through the Office of the Superintendent of Public Instruction.	See definition of "Lapsed certificate" on page 12 If term of lapse is: 15 years or more: Specific guidelines available from the Office of the Superintendent of Public Instruction. 15 years or less: May apply for Class 5 but allow 2 years to meet recent training requirements.	Minimum 6 quarter (4 semester) credits, or the equivalent. (If M.A. held, 1 year experience)
	5	1 year teaching experience + 6 quarter (4 semester) credits or the equivalent			Minimum 12 quarter (8 semester) credits or the equivalent
	5	1 year experience or the equivalent in area of endorsement			Minimum 6 quarter (4 semester) credits or 1 year experience or the equivalent
...sational certificate: specific guidelines ...Office of the Superintendent of Public Instruction.					Special requirements may be obtained from Certification Services.
Enrollment in a program leading to Class 1, 2 or 3. Specific guidelines available. See pages 10-11	2	Minimum of 16 quarter hours on a planned program leading to Class 1, 2 or 3 certification. Maximum of 3 renewals.			Guidelines available from the Office of the Superintendent of Public Instruction (granted on an individual basis)

...ote.

(b) at least 12 graduate quarter (8 semester) credits, or the equivalent, in secondary education if the applicant does not qualify for secondary endorsement of the Class 1 or Class 2 teaching certificate; and,

2. one or more graduate courses, or the equivalent, in each of the following: school finance, general school administration, school curriculum, and school supervision; and,

3. a course in guidance or counselling, or the equivalent.

Elementary Principal's Endorsement:

A. Eligibility for the Class 1 or Class 2 teaching certificate with elementary endorsement; and,

B. at least 15 quarter (10 semester) credits, or the equivalent, in education, including the following:

1. at least 8 graduate quarter (6 semester) credits, or the equivalent in elementary education; and,
2. one or more graduate courses, or the equivalent, in general school administration and elementary school administration; and,
3. at least one graduate course, or the equivalent, in elementary school curriculum or school supervision; and,
4. a course in guidance or counselling, or the equivalent.

Secondary Principal's Endorsement:

Same requirement as for elementary principal's endorsement, but on the secondary level.

Supervisor's Endorsement:

The applicant must be eligible for a Class 1 or Class 2 teaching certificate. An administrative certificate is issued with endorsement in specific fields such as music, guidance and counselling, and school finance, or in general areas such as elementary education, secondary education, and curriculum development. This endorsement may be given to applicants who submit acceptable evidence of successful completion of a master's

degree in the special area to be endorsed from an accredited institution of higher learning. Evidence of the completion of appropriate professional programs for the general area endorsement may also be acceptable with the approval of the Superintendent of Public Instruction. The professional training required for this endorsement must include 15 graduate quarter (10 semester) credits in supervision, curriculum and methods in the fields to be endorsed.

WHAT ARE THE SPECIFIC ENDORSEMENT REQUIREMENTS FOR THE CLASS 4 (VOCATIONAL) CERTIFICATE?

This certificate is issued to applicants presenting training and experience required by the United States Office of Education or by the special needs required in the vocational area. Requirements vary with the situation. A bulletin on the policies governing Class 4 certification may be requested from Certification Services.

The Class 4 certificate is available to teachers in highly specialized or technological areas. It is not used for teachers in vocational programs such as home economics, industrial arts, business education or agriculture. Such teachers are certified under Class 1 or Class 2.

WHAT ARE THE MINIMUM REQUIREMENTS FOR OBTAINING A CLASS 5 (PROVISIONAL) CERTIFICATE?

The Class 5 certificate may be issued to applicants working on a planned program leading to Class 1, 2 or 3 certification and to applicants who qualify for those classes of certification except for requirements dealing with United State citizenship or recency of credits.

Elementary Endorsement:

Provisional elementary endorsement is granted to applicants who submit acceptable evidence of a partially completed elementary education program, or a completed non-approved program, provided the following minimum requirements have been met:

A. Bachelor's degree; and,

B. a minimum of 90 quarter (60 semester) credits of academic preparation, in accept-

able balance, in language arts and literature, history, government and related social sciences, mathematics, and any two of the following: art, music, foreign languages, speech, dramatics, library science or health; and,

C. professional preparation to include: human growth and development, the teaching of reading and/or language arts, social studies and arithmetic, and student teaching or appropriate intern experiences.

Secondary Endorsement:

Provisional secondary endorsement is granted to applicants who submit acceptable evidence of a partially completed secondary education program, or a completed non-approved secondary education program, provided the following minimum requirements have been met:

A. Bachelor's degree; and,

B. major preparation (at least 45 quarter or 30 semester credits) in an area commonly offered in the high school programs in Montana; and,

C. 8 quarter (6 semester) credits in a planned program of professional teacher education, and admission to the secondary teacher education program of an accredited college or university.

Administrative Endorsement:

Provisional Class 5 certification with a plan of professional intent leading toward the Class 3 (administrative) certificate may be issued to applicants who, within the last five years, have been eligible for administrative certification endorsed in one area but who may not meet course requirements for other areas.

In addition, the Class 5 certificate may be approved for individuals in programs authorized by the Superintendent of Public Instruction. On completion of the necessary credits, or the equivalent, the applicant may apply for Class 1, Class 2 or Class 3 certification.

WHAT CONSTITUTES A LAPSED CERTIFICATE?

A certificate is considered lapsed:

A. If the holder has not earned the required number of renewal credits, or the equivalent, during the term of the certificate (credits earned during summer school immediately following the expiration date of a certificate also will be considered for renewal); or,

B. If the experience requirement has not been met; or,

C. If having completed (A) and (B), the holder has not applied for renewal by June 30 following the year of expiration.

Lapsed certificates cannot be renewed, but the holder may apply for reinstatement of the certificate provided requirements are met which are in force at the time reinstatement is required. In cooperation with an appropriate official, a teacher must elect credits which will strengthen and supplement the previous preparation; generally, this will include upper division or graduate work.

APPROPRIATE AREAS ACCEPTABLE FOR CERTIFICATION ENDORSEMENT—MAJOR OR MINOR

Agriculture
Art (K/12)
Biology
Biological Science
Business Education
Business Education with Shorthand
Chemistry
Distributive Education
Dramatics
Earth Science
Economics
Economics-Sociology
English
French
Geography
German
Guidance and Counseling (K-12)
Health
History
History-Political Science
Home Economics
Industrial Arts
Journalism
Latin
Library (K-12)
Mathematics
Music (K-12)
Physical Education and Health (K-12)
Physical Science
Physics
Political Science
Psychology
Russian
Science
Social Science
Sociology
Spanish
Special Education (K-12)
Speech
Speech-Drama
Trade and Industry
Traffic Education

DEFINITIONS

The terms used herein are defined as follows:

1. **Acceptable evidence** means official and up-to-date transcripts, written statements of appropriate officials and such other data as may be deemed necessary by the Board of Public Education.

2. **Accredited** refers to approval by a national or regional accreditation association that is acceptable to the Board of Public Education.

3. **Appropriate area(s)** means subject field(s) such as English, mathematics, science, etc., as defined by the Board of Public Education.

4. **Appropriate level(s)** means elementary, secondary, or other levels as defined by the Board of Public Education.

5. **Appropriate official** means the Superintendent of Public Instruction, the dean of a school of education, or another official designated by either of them.

6. Approved colleges are determined by using the *Education Directory, Part 3, Higher Education*, published by the U.S. Office of Education, and/or the *Report of Credit Given by Educational Institutions*, published by the American Association of Collegiate Registrars and Admissions Officers.

7. Approved teacher education program means a program for teacher preparation accredited by a national or regional accrediting association and/or acceptable to the Board of Public Education.

8. Credit conversion. . .

one semester credit is equivalent to one and one-half quarter credits; one quarter credit is equivalent to two-thirds of a semester credit.

9. Endorsement means official indication of that level and/or that area in which the holder of the certificate is authorized to teach.

Elementary endorsement of the Class 1, 2 or 5 certificate means the holder is authorized to teach in grades kindergarten through nine. Teachers at the ninth grade level shall have a minimum of 30 quarter (20 semester) credits in all area(s) in which they teach.

Secondary endorsement of the Class 1, 2 or 5 certificate means the holder is authorized to teach in grades seven through twelve and in postsecondary vocational-technical programs if so specified. Secondary endorsement is accompanied by endorsement as to the appropriate area(s) in which the holder is authorized to teach.

10. Equivalency means an experience that strengthens the ability of a person to teach or to administer, which may be substituted for traditional academic work or teaching experience.

11. Teacher means any person, except a district superintendent, who holds a valid Montana teacher certificate that has been issued by the Superintendent of Public Instruction under the provisions of Title 75-6101, R.C.M. 1947), and

the policies adopted by the Board of Public Education, and who is employed by a district as a member of its instructional, supervisory, or administrative staff.

12. Teacher education means a curriculum recognizing a desirable proportion of academic and professional courses and should not be construed as only a degree in education.

13. Year of administrative experience means employment during a school year by an educational institution as a member of the supervisory or adminstrative staff.

14. Year of study means an academic year or an equivalent comparable to at least 45 quarter (30 semester) hours of graduate or undergraduate credit.

15. Year of teaching experience means employment during a school year by an educational institution as a member of the instructional staff. Experience will be considered on an individual basis by an appropriate official.

16. Year of validity means the full year of a teaching certificate. All certificates are validated July 1 through June 30.

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*CF—Centerfold